Table 4: Inserting dashes

Text that you type	Result
A - B (A, space, hyphen, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, hyphen, hyphen, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, hyphen, hyphen, B)	A—B (A, em-dash, B)
A-B (A, hyphen, B)	A-B (unchanged)
A -B (A, space, hyphen, B)	A -B (unchanged)
A --B (A, space, hyphen, hyphen, B)	A –B (A, space, en-dash, B)

Speeding up data entry

Entering data into a spreadsheet can be very labor-intensive, but Calc provides tools for removing some of the drudgery from input. These tools include drag and drop (to move or copy contents of one location to another using a mouse), an AutoInput tool, the Fill tool, and selection lists.

The Fill tool and selection lists automate input of repetitive material into cells. Calc also has the ability to input information into multiple sheets of the same spreadsheet at the same time.

AutoInput tool

The AutoInput function in Calc automatically completes entries, based on other entries in the same column. The column is scanned up to a maximum of 2000 cells or 200 different strings.

When text is highlighted in a cell, AutoInput can be used as follows:

- To accept the completion, press *Enter* or *F2,* or click the mouse button.
- To view more completions that start with the same letters, use the key combinations *Ctrl+Tab* to scroll forward, or *Ctrl+Shift+Tab* to scroll backward.
- To see a list of all available AutoInput text items for the current column, use the keyboard combination *Alt+↓*. See "Selection lists" on page 57 for more information.

When typing formulas using characters that match function names, a Help tip will appear listing the available functions that start with matching characters.

AutoInput ignores the case sensitivity of any data you enter. If, for example, you have written "Total" in a cell, you cannot then use AutoInput to enter "total" in another cell of the same column without first deactivating AutoInput or entering "total" manually.

By default, AutoInput is activated in Calc. To turn it off, go to **Tools** on the Menu bar and deselect **AutoInput**.

Fill tool

You can use the Fill tool in Calc to duplicate existing content or create a series in a range of cells in the spreadsheet as shown by the examples in Figure 32.

1) Select the cell containing the contents you want to copy or start the series from.
2) Drag the cursor in any direction or hold down the *Shift* key and click in the last cell you want to fill.
3) Go to **Sheet > Fill Cells** on the Menu bar and select the direction in which you want to copy or create data (**Down**, **Right**, **Up**, **Left**, **Sheets**, **Series**, or **Random Number**). A menu option will be grayed out if it is not available.